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Board Retreat Agenda – Summer 2025

Friday, August 1, 2025 11:30am-3:30pm
3rd Grade Classroom @ Main Campus

Meeting Opening (5 min.)

- Open Meeting
  The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

- Consent Agenda & Approval of June 9, 2025, Meeting Minutes
  - Approve Agenda
  - Approval of June 9, 2025, minutes.

- Public Comment
  The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 2 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.

Welcome (5 min.)
Purpose – Connect, nourish, and deepen relationships.

- Eat Lunch - Food Will Be Provided
- Agenda Review

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www.theacademyk12.org

Annual Work Plan & Scorecard (90 min.)
Purpose – Ground ourselves in the strategic plan and identify the work we will prioritize over the next 12 months in its pursuit as well as how that work will be measured and reported.

- Review 5-Year Strategic Plan (5 min.)
- Senior Admin Present 2025-26 Annual Work Plans (40 min.)
- Develop Governance Annual Work Plan (35 min.)
    - Complete 2024-25 Board Self-Evaluation
    - Discuss priorities for Board development in 2025-26
- Identify Data Points for the 2025-26 Bi-Annual Scorecard Reporting Template (10 min.)
    - Finalize 2025-26 Bi-Annual Scorecard at August Meeting

Governing for Greatness: Board Training Review and Ongoing Development (80 min.)
Purpose – Dedicate time to ongoing training in the pursuit of continuous improvement.

- Review Board Procedural Manual
- Complete Title IX Training
- Review Fiduciary Responsibilities, Conflict of Interest Policy and Code of Ethics
- Take Oath of Office & Sign Annual Agreements
- Review Board Communication Pathways, Open Meetings Guidance, & Executive Session Requirements
- Vote for 25-26 Board Officer Roles
- Review CSI Board Training Resources

Legal Compliance (30 min.)
Purpose – Ensure Board governance and school administrative practices remain legally compliant amidst a changing federal and state landscape.

- Review legal and policy updates from CSI and The Academy's legal counsel.
- Review draft of Library Resource Policy.
- Review draft of Policy on Disclosure of Information to Federal Immigration Authorities.

Construction Update (15 min.)
Purpose – Update Board members on progress with the facilities project currently underway.

- Share progress to date.
- Review current state of the construction budget.
- Preview remaining timeline to project completion.

Closing (15 min.)
Purpose – Reflect on the effectiveness of the Board Retreat and conclude with clear next steps.

- Revisit Purpose of Agenda Items to Measure Effectiveness
- Confirm Action Steps to Complete in 2025-26

- Board Meeting Self-Scoring
- Adjourn Meeting

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Board of Directors
Board Meeting Minutes
Monday, June 9, 2025

Board Members Present:		Also Present:	
Dan Klenjoski	Treasurer	Brent Reckman	Executive Director
Kevin Sanchez	Board Member	Sarah Gramarossa	Chief Academic Officer
Autumn Coffee	Secretary-online	Andrea Foust	Director of Finance
Larissa Fransua	Board Member	Stacy McCleskey	Exec. Admin. Manager
		Jen Halford	

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on June 9, 2025.

I. Open Meeting
A quorum being present, Mr. Reckman called the meeting to order at 5:37 pm.

II. Consent Agenda
a. Mr. Sanchez moved to approve the May 19, 2025, minutes. Seconded by Ms. Fransua.

Discussion:	None
Ayes:	Mr. Klenjoski and Mrs. Coffee
Nays:	None

III. Public Comment
No public comment was received.

IV. Reports from Directors, Principals, and Committees
a. Executive Director Report
i. Finance and Operations
1. The FY26 budget was completed.
ii. Enrollment
1. 92% of our families reported that they will return next year. This is in line with past years reporting.
2. The students who are not returning next year, gave the following reasons why they are withdrawing:

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a. 28 students are moving.
b. 19 students wanted a school location that was more convenient.
c. 11 students wanted more athletic offerings.
d. 30 students wanted better options (specialized programming).
e. 33 8th student moving to bigger high school (77.4% of 8th grade students are staying).

3. There are some ideas for next year to share stories about what our students are currently doing in high school, as a way to support retention efforts.

iii. Facilities
1. Construction has started, and demolition has been moving very fast and right on schedule.

b. Chief Academic Officer Report
i. There are no updates to share aside from the scorecard data that will be presented.

c. Committee Reports
i. Finance – No meeting this month.
ii. SACademic – No meeting this month.
iii. PTO – No minutes.

V. Presentation and Discussion

a. Data Dashboard SY24-25 –
i. Instruction & Culture Scorecard – There are 32 key performance indicators on the scorecards for lower elem., upper elem., MS, and HS.
1. Reading – 2 out of 4 goals were met.
2. Math – 3 out of 4 goals were met.
3. Culture – 4 out of 4 goals were met.
4. Personal Leadership Development - 4 out of 4 goals were met.

ii. Finance & Operations Scorecard
1. Finance – 8 out of 8 goals were met in Staff Compensation, Staff Demographics, Finance Compliance, and Long-Term Planning.
2. Operation – 4 out 4 goals were met in Enrollment, Student Demographics, Customer Satisfaction, and Feedback Pathways.
3. Governance Scorecard - 4 out 4 goals were met in Tracking Strategic Initiatives, Board Self-Evaluation, Board Representation, and Board Succession Plan.

b. Board Member Term Renewal
i. There are Board term renewals for Kristen Cofrades and Larissa Fransua to serve another two years.
ii. Amy McDuffee has stepped down so there is an open seat for her position.
iii. Officer positions for SY25-26 will be discussed and voted on at the next Board meeting when all members are present.

c. Final Read of FY25-26 Budget

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i. There is nothing major that has changed since the last read of the budget.
ii. There are some minor changes in the total revenue line because of final grant funding and final salaries for new hires.

VI. Executive Summary

a. Vote to approve Board Member Term Renewal.

Mr. Sanchez made a motion to approve the Board member term renewal for Kristen Cofrades. Ms. Fransua seconded the motion.

Discussion:	None
Ayes:	Mr. Klenjoski and Mrs. Coffee
Nays:	None

Mr. Sanchez made a motion to approve the Board member term renewal for Larissa Fransua. Mr. Klenjoski seconded the motion.

Discussion:	None
Ayes:	Mrs. Coffee
Nays:	None

Ms. Fransua made a motion to approve the replacement of Board member Amy McDuffee with Jen Halford. Mr. Sanchez seconded the motion.

Discussion:	None
Ayes:	Mr. Klenjoski and Mrs. Coffee
Nays:	None

b. Adoption of FY25-26 Budget

Mr. Sanchez made a motion to approve the adoption of FY25-26 budget. Ms. Fransua seconded the motion.

Discussion:	None
Ayes:	Mr. Klenjoski and Mrs. Coffee
Nays:	None

VII. Board Meeting Self-Scoring 4

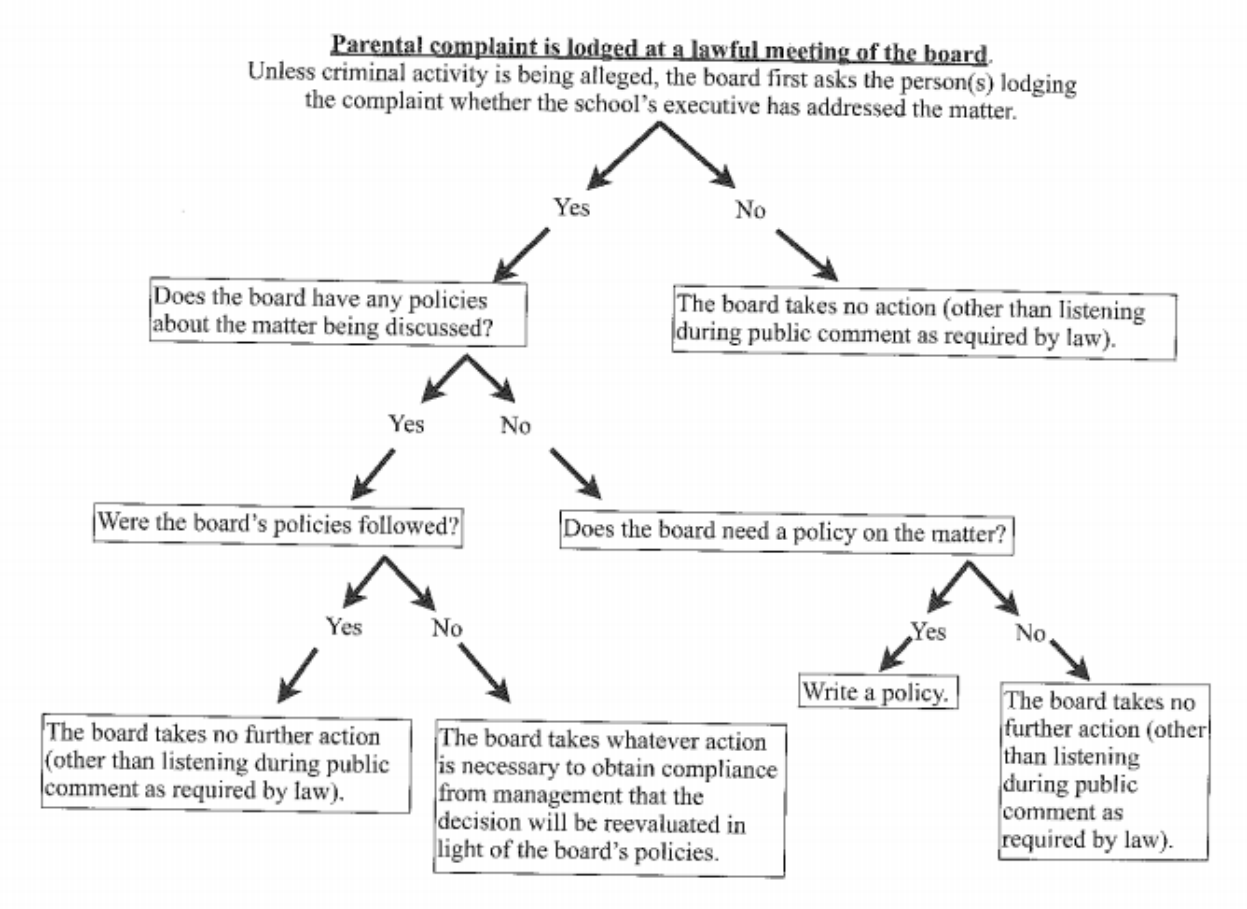
VIII. Adjourn Meeting 6:10 pm.

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Board Communication Pathways

Board members will use the flow chart below to guide their response to community complaints and feedback both for official meetings



and casual interactions.

In response to public comment made at an official meeting, the Executive Director will follow up when appropriate and report back to the Board Chair within one week. Either the Executive Director or the Board Chair will then report back to the full board at the next meeting.

In response to emails from members of the public to the Board, the Board Chair or Vice Chair will send the following message:

> *I am writing to acknowledge receipt of your email to the Board of Directors at The Academy. We welcome community involvement and can tell this issue is very important to you. As parents ourselves, we empathize with the importance of feeling connected to your children's school experience.*
>
> *The Board delegates decisions that are operational in nature to school administration. If you feel a Board-approved policy has been violated, you could follow the steps outlined in our formal Grievance Policy. That policy can be found on this page of Approved Board policies (in alphabetical order: Grievance Policy).*
>
> *Thank you for your desire to make our Academy community the best it can be.*

In the context of casual interactions, Board members can also explain that an individual board member does not have authority to get involved: “I have no authority in the matter as an individual. Our Board’s process is that all complaints will be addressed to our school leader first before the board considers any other action. If it is the case that you have already done so without a satisfying result, you must bring the matter to the whole Board. You can do this by emailing board@theacademyk12.org.”

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Library Resources Policy

In alignment with C.R.S. 22-1-148 (added under SB 25-063), charter schools must adopt a policy regarding the acquisition, retention, display and use of school library resources, as well as the removal of materials from circulation. This sample policy is intended to be used by CSI schools in drafting their own policy. While the sample language provides a helpful starting point, each school's policy may be tailored to its own practices and preferences within the confines of the requirements outlined in statute. This document may not be inclusive of everything a school could have in its policy, and schools are encouraged to have all policies reviewed by legal counsel prior to adoption.

Purpose

This policy establishes clear, transparent procedures for the acquisition, retention, display, use, and reconsideration of school library resources. It ensures compliance with state law, safeguards student access to diverse materials, supports parental involvement, and protects staff members acting in good faith.

Scope

This policy applies to all library resources (print and non-print) maintained by the school library. It does not apply to classroom-only instructional materials.

Definitions

- **Library Resource:** Any print or non-print material (e.g., books, e-books, periodicals, videos, audio recordings, digital content) found on the public school library.
- **Library Staff Member:** Any certified or non-certified employee, contractor, or volunteer responsible for library functions.
- **Obscene Material:** Content defined as obscene under C.R.S. § 18-7-101(2).
- **Parent:** A student's biological or adoptive parent, legal guardian, or other person with legal custody.
- **Protected Class:** Any group protected under state or federal anti-discrimination law (e.g., race, gender identity, religion, disability).
- **Reconsideration Request:** A formal written request by a parent seeking removal or restricted access to a specific library resource.
- **Standards:** The criteria outlined in C.R.S. § 22-1-148(3), which include protections for free speech, non-discrimination, and the exclusion of obscene materials.

Acquisition, Retention, Display & Use

In accordance with C.R.S. § 22-1-148, the school shall maintain written, viewpoint-neutral procedures governing the selection, retention, display, and use of library resources. These procedures must comply with the following criteria:

- **Selection Criteria**
  Library resources must be selected based on their educational, informational, or literary value and their suitability for the age and maturity levels of the students served.

- **Retention and Removal**
  Resources shall be retained or removed based on consistently applied collection development and maintenance criteria, not on the personal or political viewpoints of the material.

- **Display and Accessibility**
  Materials must be displayed and made accessible in ways that:
    - Reflect the diversity of student interests, experiences, and learning needs;
    - Respect intellectual freedom and students' right to access information.
- **Compliance with Legal Standards**
  All library practices must:
    - Uphold the freedom of speech protections of the First Amendment and Article II, Section 10 of the Colorado Constitution;
    - Protect against harassment and discrimination, including content or practices that marginalize protected classes (e.g., based on race, gender identity, religion, sexual orientation, or disability);
    - Exclude obscene materials, as defined in C.R.S. § 18-7-101(2) and interpreted in *Miller v. California*, 413 U.S. 15 (1973).

Reconsideration of Library Resources

- **Eligibility**
  Only parents or guardians of currently enrolled students may submit a reconsideration request.
- **Request Limits**
  A specific resource may not be reconsidered more than once every two years unless the school adopts a longer timeframe.
- **Reconsideration Process**
  A parent or guardian of a currently enrolled student may submit a written request for the reconsideration of a specific library resource. Upon receipt, the school will provide a written acknowledgment of the request within ten business days. The school will then conduct a review process. This review process will evaluate the resource in question using the standards defined in C.R.S. § 22-1-148(3) and the school's established viewpoint-neutral procedures. The review process must consider:
    - Constitutional protections for freedom of expression;
    - Whether the resource discriminates against or inadequately represents protected classes;
    - Whether the material meets or violates the definition of obscenity under state and federal law.

  After completing its review, the reviewer(s) will submit a recommendation to the school's governing board or designee, which will issue a final decision. The school will notify the parent of the outcome and ensure that the final determination, along with a clear rationale, is prominently posted on the school's website. The entire review process must be completed within 60 calendar days of the school receiving the written request.

Transparency and Due Process

To ensure transparency, the school must make its reconsideration policy and procedures publicly available on its website prior to initiating any review, in compliance with C.R.S. § 22-1-148(4)(b). A library resource may not be removed, restricted, or otherwise altered in availability

until the review process has been completed and a final decision is issued and posted. All reconsideration requests and related documentation are subject to disclosure under the Colorado Open Records Act.

Collection Maintenance

Routine removal due to damage, outdated content, or lack of use is permitted outside the reconsideration process.

Staff Protection

No library staff member may be terminated, demoted, disciplined, or retaliated against for actions taken in good faith under this policy. This includes acquiring, retaining, or displaying library materials in accordance with the school's established procedures, as well as refusing to remove or restrict access to any resource prior to the completion of the formal reconsideration process. Staff members who follow the selection and display criteria outlined in this policy are protected from adverse employment actions related to their professional judgment.

Roles & Responsibilities

- **Governing Board/Institute Board:** Approves and oversees policy compliance.
- **School Librarian or Media Specialist:** Manages day-to-day library operations.
- **Review Committee:** Reviews reconsideration requests.
- **Communications Staff:** Ensures policy and decisions are publicly accessible.

10. Policy Review
Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. § 22-1-149 (Electronic devices in school settings – policy required)

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Policy on Disclosure of Information to Federal Immigration Authorities

In compliance with C.R.S. 24-74.1-102 (enacted through SB 25-276), Colorado law prohibits all public schools, including charter schools, from: 1) Voluntarily sharing personal information about students, staff, or visitors with federal immigration authorities, unless required by a valid court order, and 2) Asking for, collecting, or keeping information about immigration or citizenship status, unless required by law.
Charter schools must adopt a written policy that:

- Prohibits voluntary disclosure to immigration authorities.
- Prohibits collecting immigration status info, unless legally required.
- Requires verification of any judicial order before releasing information.
- Outlines staff procedures if contacted by immigration officials.

This sample policy is intended to be used by CSI schools in drafting their own policy. While the sample language provides a helpful starting point, each school's policy may be tailored to its own practices and preferences within the confines of the requirements outlined in statute. This document may not be inclusive of everything a school could have in its policy, and schools are encouraged to have all policies reviewed by legal counsel prior to adoption.

Purpose

This policy is adopted to comply with Colorado Revised Statutes § 24-74.1-102 (enacted through SB 25-276), which prohibits the unauthorized disclosure of personal identifying information to federal immigration authorities and protects the privacy and safety of students, families, and staff.

Scope

This policy applies to all employees, contractors, volunteers, representatives, school resource officers (SROs), and any law enforcement or security personnel operating on school grounds or acting in an official capacity on behalf of [Charter School Name].

Definitions

- **Personal identifying information**: As defined in C.R.S. § 24-74-102(1), any information that identifies or describes an individual and is maintained by the school, including but not limited to a name, address, telephone number, school identification number, social security number, biometric record, date of birth, school records, contact information, citizenship or immigration status, and other identifiers.
- **Federal immigration authorities**: Any officer, agent, or representative of U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or any other federal agency enforcing immigration law.
- **Valid judicial order**: A court-issued subpoena, warrant, or writ signed by a judge and served in accordance with law.

Prohibition on Disclosure and Collection

[Charter School Name] employees and representatives shall not:

- Disclose, share, or permit access to any personal identifying information about students, parents, staff, or visitors to federal immigration authorities, unless:
    - A valid judicial order is presented, and
    - The order is reviewed and approved by the Head of School (or designee) in consultation with legal counsel.
- Ask for, collect, or retain any information regarding an individual's immigration or citizenship status, unless explicitly required by federal or state law.
- Permit federal immigration authorities to enter school property or facilities unless presented with a valid judicial order that has been reviewed and approved by legal counsel.

Verification Requirement

No employee shall comply with any request for information from a federal immigration authority without:

- Receiving a copy of the judicial order in writing, and
- Verifying the authenticity and scope of the order with legal counsel or the Head of School.

Response Procedures

If an employee is approached by a federal immigration officer:

- The employee shall immediately refer the request to the Head of School or designee.
- No verbal or written information shall be disclosed unless authorized under this policy.
- No physical access shall be granted to school facilities or records unless a valid judicial order is presented and approved.

Documentation

All requests from federal immigration authorities and school responses shall be:

- Documented in writing,
- Reviewed by legal counsel, and
- Retained in school records consistent with applicable privacy laws.

Optional Family Notification

If legally permissible, the school will notify affected individuals or families when a request for information from federal immigration authorities is received.

Non-Retaliation

No employee shall be retaliated against for refusing to disclose information in violation of this policy.

Staff Training

The school shall provide annual training to all staff on:

- The contents of this policy,

- How to identify and respond to federal requests for information,
- Their legal obligations under state and federal law.

Policy Enforcement

Violations of this policy may result in disciplinary action up to and including termination, and the school may be subject to civil penalties and legal injunctions under C.R.S. § 24-74.1-102.

Adopted: XXX, 20XX

LEGAL REFS.:

- C.R.S. § 24-74.1-102 (Protection of Personal Identifying Information)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- C.R.S. §§ 22-16-101 through 22-16-112 (Colorado Student Data Transparency and Security Act)

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